



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: January 08, 2006  
CLOSING DATE: February 07, 2006

Ladies/Gentlemen:

SUBJECT: Solicitation No. 306-06-04/OD for U.S. Personnel Service Contractor (USPSC) - Development Advisor (Provincial Reconstruction Team).

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the PSC services as described in the attached solicitation.

Submission shall be in accordance with the attached information and applications should be submitted electronically to [hrpsckabul@usaid.gov](mailto:hrpsckabul@usaid.gov) (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until February 07, 2006.

Any questions on this solicitation may be directed to Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at [schayapathi@usaid.gov](mailto:schayapathi@usaid.gov). However, please do not send the applications to this e-mail address.

Sincerely,

Markus Dausses  
Acting Executive Officer  
USAID/Afghanistan

U.S. Agency for International Development  
Great Massoud Road  
Kabul  
Afghanistan

Tel: (202) 216-6288  
Fax: (202) 216-6288 ext. 4162  
[http://www.usaid.gov/locations/asia\\_near\\_east/afghanistan](http://www.usaid.gov/locations/asia_near_east/afghanistan)

SOLICITATION NO. 306-06-04/OD

1. SOLICITATION NUMBER:	306-06-04/OD
2. ISSUING DATE:	January 08, 2005
3. CLOSING DATE:	February 07, 2006
4. POSITION TITLE:	Development Advisor
5. Number of Positions:	One
6. MARKETING VALUE:	GS-14 (\$77,793 - \$101,130)
7. ORGANIZATIONAL LOCATION OF POSITION:	USAID/AFGHANISTAN
8. DIRECT SUPERVISOR:	USAID Director of Civil/Military Affairs
9. SUPERVISORY CONTROL:	The DA will supervise 4 or more of the of the Mission's Field Program Officers (FPO) assigned to PRTs, Special Forces Units, and other Task Forces and will have extensive line management authority and fiduciary responsibility
10. PERIOD OF PERFORMANCE:	The Personal Services Contract will be for 12 months, with extension encouraged.
11. SECURITY ACCESS:	USG SECRET LEVEL
12. AREA OF CONSIDERATION:	U.S CITIZENS ONLY

**POSITION DESCRIPTION: DEVELOPMENT ADVISOR**

**A. BACKGROUND:**

The USAID mission is part of a larger US Government and International Community intervention to assist the people and government of the Islamic Republic of Afghanistan. In recent years, Afghanistan, with the help of the international community, has made remarkable progress on many fronts. Presidential and Parliamentary elections have been held. Agricultural output has doubled. Fiscal, banking, trade, customs and regulatory reforms are being instituted. Private investment is growing. Reconstruction of the highway that rings the country is well underway. Enrollment in primary school has risen dramatically, and the quality of basic health services is improving.

However, many of the root causes of conflict, insecurity and political instability in Afghanistan remain unaddressed: widespread poverty, ethnic mistrust and imbalance of power; slow progress on demobilization, and external extremist influences.

USAID's mission is to support the rapid transition of Afghanistan to a more stable and productive state through the promotion of democracy, rule of law and sustainable economic and social development that is responsive to citizens' needs. Its mission is centered on working with Afghans and others to achieve three interlinked Strategic Objectives:

- A thriving economy led by the private sector;
- A democratic government with broad citizen participation;
- A better educated and healthier population.

**PROGRAM OVERVIEW**

In order to help expand the assistance of the US Government and the International Community beyond large cities, Provincial Reconstruction Teams (PRTs) have been established throughout Afghanistan. Most PRTs are medium-sized military compounds located in the capital cities of the one or two province(s) to which they are "assigned" (this province(s) is commonly referred to as the PRT's Area of Responsibility or AOR). The 23 PRTs located throughout the country are staffed with 50 to 200 NATO/International Security Assistance Force (ISAF) troops or US/Coalition troops. The military, diplomatic, and development personnel stationed at PRTs are part of an interagency (and often multinational) team whose purpose is to extend the reach and enhance the legitimacy of the central government in outlying and often less secure regions of the country through security sector reform, the promotion of good governance, and the facilitation of reconstruction and development.

USAID participates in PRTs by locating a USPSC Field Program Officer and up to two Foreign Service Nationals (FSNs) at each PRT. This staff is collectively

the USAID field office to the province(s) in which they are located. The USAID field office at the PRT is directly responsible to a Development Advisor (DA) collocated with the PRT Military Commander's higher headquarters. The collocation of military and USAID managers improves integration and coordination. The field office program currently consists of approximately 25 FPOs and DAs stationed throughout the country at PRTs, Regional Commands, and ISAF and Coalition headquarters. The Mission of the field office program is to ensure the USAID Mission successfully achieves its strategic objectives in the field by assisting USAID programming and achieving unity of effort with other USG agencies, international actors, local government, and local communities.

The \$140m USAID PRT Quick Impact Program (QIP) is a vital component of the field office program operations. The objective of the ESF/PRT-QIP program is to create linkages and confidence between communities and the district, provincial and central government of Afghanistan. These linkages are created through the process of conceptualizing, planning, and implementing projects. To this end, the program supports relatively small quick-impact projects identified and prioritized by the USAID Field Officers stationed at PRTs.

#### **B. BASIC FUNCTION OF THE POSITION:**

There are eight Development Advisor (DA) positions. Once selected and deployed, DAs are assigned to a particular position based on the following: the needs of the program, USAID and the USG Mission; the skills, experience and preferences of the DA; current DA vacancies; and other factors. DAs are assigned 1-2 weeks after they arrive in Afghanistan. The assignment is the decision of the Director of Civil Military Affairs, in consultation with field staff, Mission management, and USAID's interagency partners.

During the selection process candidates may express a preference for (or exclusion from) a particular position, but in general must remain flexible. During a DA's tenure with USAID Afghanistan, he or she will be expected to carry out the duties and responsibilities outlined below in one or more of the following positions;

1. One position. The USAID Development Advisor (DA) to the Coalition Joint Task Force 76 (CJTF-76) will be based at Bagram Air Field (BAF) in Parwan province, Afghanistan. CJTF-76 is the operational and strategic headquarters for the 15-20,000 Coalition military personnel stationed in Afghanistan. Coalition activities include combat operations, special forces activities, civil affairs, PRTs and military efforts in reconstruction and development. The CJTF-76 Commanding General (CG) is an American two-star general who works closely with Afghan military and political leaders at the Ministerial/Cabinet level, as well as senior members of the USG country team, other Embassies and international organizations. The DA will advise and provide guidance to the CJTF-76 CG, his staff, and related military Task Forces and subordinate commands on development and civil-military issues as well as the USAID Mission's policies and activities in Afghanistan. The DA will also be responsible for formulating policy and strategy for USAID's PRT program and

representing the USAID Afghanistan Mission to a wide range of high level military and civilian visitors to Afghanistan including US Cabinet officials, Afghan Ministers, senior UN civil servants, General officers in the military and other VIPs. The DA supervises 4 USPSC FPOs in various PRTs and military commands.

2. One position. The USAID NATO/ISAF Development Advisor (DA) will be based at ISAF Headquarters, Kabul, Afghanistan. ISAF is the operational and strategic headquarters for approximately 10,000 NATO soldiers. Over the next few years, the NATO command may increase to over 26,000 troops as NATO/ISAF take over responsibility for the southern and eastern portions of Afghanistan. The Commander of ISAF forces (COMISAF) is a three-star general who works closely with Afghan military and political leaders at the Ministerial/Cabinet level, as well as senior members of international organizations. The DA will advise and provide guidance to COMISAF, his staff, and related military Task Forces and subordinate commands on development and civil-military issues as well as the USAID Mission's policies and activities in Afghanistan. The DA will also be responsible for formulating policy and strategy for USAID's PRT program and representing the USAID Afghanistan Mission to a wide range of high level military and civilian visitors to Afghanistan including US Cabinet officials, Afghan Ministers, senior UN civil servants, General officers in the military and other VIPs. The DA will provide guidance and leadership to DAs and FPOs located in NATO ISAF regions.
3. Four positions. USAID Development Advisor to Regional Commands East and South (Coalition) or North and West (NATO/ISAF). The DA will be based at one of several regional military command bases in Afghanistan. The DA will supervise up to 9 Field Program Officers (FPOs) at the PRTs and direct the day-to-day work of the FPOs. The DA will take the lead on the management of the Mission's \$140 million Quick Impact Program in his/her designated theatre. The DA will plan, coordinate, and monitor all elements of the Mission's PRT program and help manage all aspects of USAID/Kabul's civil-military relations in their theater.
4. Two positions. Two DAs will be asked to serve as special projects officers on interagency, civil-military, and PRT issues. These DAs will be based in Kabul and will report directly to the Director of Civil-Military Affairs or his/her designee. Tasks may include writing policy and strategy documents, conducting field research and consultations, design and management of the USAID PRT QIP program, internal and external representation, and other duties as directed by the Mission.

#### **C. Duties and Responsibilities**

1. The DA will be a member of the senior military staff in the command at which he/she is located and will be the primary advisor to the commanding officer on all reconstruction and development issues. He/she will provide input on the military's own reconstruction and development

activities, as well as act as the primary liaison between the military headquarters and the USAID Mission. The DA is expected to establish and maintain a productive relationship with the military in order to represent and communicate USAID's policies, programs and operations. He/she will represent USAID at high-level meetings and other fora related to civil-military affairs in Afghanistan, including coordination and technical meetings, field visits with the commanding officer, and briefings to visiting VIPs. Given the high frequency of interaction with senior officials, the DA is expected to demonstrate excellent diplomatic, interpersonal and representational skills, as well as the ability to effectively articulate the interests of the USAID Mission as a whole.

2. The DA will work with the field office management to implement, coordinate and monitor all aspects of the Mission's field program and all elements of USAID's overall civil-military relations in Afghanistan. Working at an operational or strategic HQ level, the DA will formulate policy and strategy as it pertains to the military, its operations, and its relationship with USAID. This includes defining USAID's overall strategy for civil-military affairs in Afghanistan, USAID's participation in PRTs, provision of guidance and direction for the design of new program strategies and activities, and the coordination of these efforts among the various relevant agencies and actors.
3. In order to achieve the two results above, the DA is expected to maintain detailed knowledge of all USAID activities in Afghanistan. He/she will work closely with the Mission's Cognizant Technical Officers (CTOs) and senior management to ensure USAID's interests are represented effectively at the highest levels of the military command in Afghanistan. In addition, the DA is expected to use this knowledge to ensure that USAID personnel at the PRTs and regional commands are well informed of USAID programs and activities, in order to integrate with and support USAID's main programs and take advantage of appropriate points of entry and overlap between USAID and the military.
4. The DA will take the lead in planning and conducting high-level coordination mechanisms and events between USAID and the military. These may include the bi-monthly interagency reconstruction working group (IRWG), the monthly PRT Executive Steering Committee (ESC) meeting and the quarterly PRT Commanders' conference. As requested by the Mission leadership, the DA will also handle special projects related to USAID's PRT and civil-military efforts and the integration of these into the larger USAID portfolio, including policy memos, strategy papers, technical research, orientation materials, and coordination between Kabul and field staff.
5. The DA will supervise 4 or more of the Mission's Field Program Officers (FPO) assigned to PRTs, Special Forces Units, and/or other organizations. S/he will supervise the development, implementation, and monitoring of the FPOs' activities to ensure they achieve USAID's strategic objectives;

review and monitor USAID's participation in the PRTs, and the status of PRTs. S/he will work with the Mission in Kabul to ensure each FPO is oriented, trained and equipped adequately, and help ensure the FPOs become fully knowledgeable of USAID/Afghanistan's strategy, mission programs, security rules, and administrative work associated with the position. S/he will maintain daily contact with the individual FPOs and travel often to each PRTs to monitor security and reconstruction initiatives; implementation and monitoring procedures.

**D. EVALUATION CRITERIA/SELECTION CRITERIA:**

Candidates will be evaluated and ranked based on the following selection criteria:

- 1. Education: (20 Points)** Candidate must possess an appropriate Bachelors degree. A Masters degree is preferred. Education should be in field(s) of business administration, economics, international relations, international development, international business, or a related specialty. Evidence of exceptional educational accomplishments and continuing education will be heavily weighted.
- 2. Work Experience: (40 Points)** Candidate should have five years of progressively responsible experience and must include some management/supervisory experience. Experience should be in areas such as democracy and governance, rural economic development, community engagement, post-conflict transitions, civil-military affairs or related areas. Prior experience with a development organization and/or working with/for a military organization is desired. Experience in project design, implementation, and management in an international context. At least one year professional experience in working in emergency, post-conflict, or transition environments and prior experience working in Afghanistan is desirable, but not required. Outstanding professional performance as evidenced by merit-based promotions and other recognitions in previous positions will be heavily weighted.
- 3. Knowledge, Skills, and Abilities: (40 Points)** Thorough knowledge of basic development principles and techniques as well as program design and implementation skills. Knowledge of programming policies and practices, including managing for results, use of strategic objective teams, results framework, performance monitoring and reporting, activity (project) development, approval, and procurement. Demonstrated ability to exercise significant professional judgment related to program and activity design, operational problems and issues requiring strategy development, policy decisions, innovative solutions, and/or options to enable practical resolution. Excellent verbal and written communications skills are essential. Ability to make contacts, work with teams or independently, take action, and make on-the-spot decisions that are necessary to guide, support and complete development activities across a broad range of technical specialties. The incumbent must have displayed an ability to work

collaboratively in teams, build consensus, and effectively coordinate with external actors in a multi-cultural setting. Demonstrated ability to take the initiative and produce results in a highly complicated, dynamic, dangerous, and/or stressful environment will be heavily weighted.

**Maximum Points Available: 100.**

**E. Term of Performance**

The term of the contract will be for one year from on/about March 15, 2006 to on/about March 14, 2007. Within 2 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 14. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition, the Mission has a 25% Post Differential allowance and 25% Danger Pay. FICA and federal income tax will be withheld by USAID. Afghanistan is a no-dependent post.

**F. General information regarding living and working conditions in Afghanistan**

Life in Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT.

**G. Medical and Security Clearance**

The selected applicant must be able to obtain a USG secret level security clearance and a Department of State Class I medical clearance.

**H. Benefits:**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

**A. BENEFITS:**

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment



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- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

**B. ALLOWANCES (If Applicable):**

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Education Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

**I. CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs**

- 99-9 Personal Services Contracting (PSC) Annual Health
- 99-7 Contractual Coverage for Medical Evacuation (MEDEVAC) Services
- 98-25 Defense Base Act (DBA) Coverage and DBA Waiver List
- 98-24 Use of Compensatory (Comp) Time by PSCs
- 98-23 Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
- 98-16 Annual Salary Increase for USPSCs
- 98-14 Change in Required Application Form for USPSCs
- 98-10 Personal Services Contracts (PSCs) Annual Health Insurance Costs
- 98-3 Class Deviation to 31.205-6(g)(3), Foreign National Severance Pay Under Professional Services Contracts
- 97-16 Class Justification for Use of Other Than Full & Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
- 97-11 (Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts
- 97-3 New USAID Contractor Employee Physical Examination
- 96-23 Unauthorized Provision in Personal Services Contract
- 96-19 U. S. Personal Services Contract (USPSC) - Leave
- 96-8 Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
- 94-9 Sunday Pay for U.S. Personal Services Contractors (PSCs)
- 93-17 Financial Disclosure Requirements Under a Personal Services Contract (PSC)

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**J. LIST OF REQUIRED FORMS FOR PSCs**

For initial consideration:

1. OF-612, signed (electronic version required).

Upon advice by the Contracting Officer that the applicant is the successful candidate:

2. Contractor Employee Biographical Data Sheet (AID 1420-17)

3. Contractor Physical Examination (AID Form 1420-62).

4. Questionnaire for Sensitive Positions (for National Security) (SF-86)

5. Finger Print Card (FD-258). \*\* (Available from the law enforcement offices or in USAID/Washington).

**K. APPLYING**

Qualified individuals are requested to submit a U.S government OF-612 which is available at the USAID website

<http://www.usajobs.opm.gov/forms.asp>, or at Federal Offices. Applicant's CVs may also be included as an attachment.

All applications should be submitted electronically to:

Attention: Seetha Chayapathi  
Human Resources Specialist  
USAID/Afghanistan  
[hrpsckabul@usaid.gov](mailto:hrpsckabul@usaid.gov)

To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for and interview. Applications may submit an applications against this solicitation at any time but prior to February 07, 2006, unless revised.

List of Required PSC forms outlined below can be found at:

<http://www.usaid.gov/procurement bus opp/procurement/psc solicit/forms.html>.

1. OF-612
2. Contractor Physical Examination (AID Form 1420-62)
3. Questionnaire for Sensitive Positions (for National Security) SF-86, or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258). Standardized regulations (government civilians foreign areas)

Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. Note: The selected individual must be able to obtain a security and medical clearance.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts. Those documents can be found at:

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[http://www.usaid.gov/procurement bus opp/procurement/cib/subject.html#psc](http://www.usaid.gov/procurement%20bus%20opp/procurement/cib/subject.html#psc)

Additionally, AIDAR Appendixes D or J also applies to PSCs, which can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

**Point of Contact**

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) -  
(202) 216-6288 Ext. 4440; Fax (202) 216-6288 (Ext. 105) Email:  
[schayapathi@usaid.gov](mailto:schayapathi@usaid.gov).

**Place of Performance**

Address: USAID/Afghanistan  
U.S. Embassy  
Great Masoud Road  
Kabul, Afghanistan